

FIXED TERM TRAVEL EMPLOYEE DISCLOSURE AND CERTIFICATION FORM INSTRUCTIONS

Introduction:

If you are a Temporary Nursing Service (TNS) agency *and* employed one or more fixed term travel employees during calendar year 2015 you must submit the following two documents to the Massachusetts Center for Health Information and Analysis (CHIA) on or before October 28, 2016:

1) ***Fixed Term Travel Employee Disclosure Form (FTTED)***

This disclosure involves completing an Excel spreadsheet available on the CHIA's website at <http://chiamass.gov/fixed-term-travel-nursing-employee-disclosure-report/>. Alternatively, you may submit a comma delimited (CSV) file independent of the spreadsheet; however, all data fields must contain identical type information to the spreadsheet, including column headings and field lengths

2) ***Fixed Term Travel Employee Disclosure Certification Form***

This form attests that all information provided in the *FTTED* is true, accurate, and prepared in accordance with applicable instructions and requires an agency representative signature. A signed copy can be sent to chia.data@state.ma.us.

Due Date:

This information is due to CHIA on or before **October 28, 2016**.

Required Data:

Explanation of specific data to be submitted to the CHIA are below. Please note that for your convenience, drop down selection lists have been added in the Excel spreadsheet and are found in several of the data fields. **Please remember to save your entered information frequently.**

- ***TNS Name*** (Text Field, up to 100 characters)
Please select your *Temporary Nursing Services Name* from the drop down list of choices for each row of data. If your agency is not on the list, please contact CHIA's Pricing Cost Report Helpdesk at (617) 701-8297.
- ***CHIA Organization ID*** (Number Field, up to five characters)

This field will fill-in automatically once you have selected a Temporary Nursing Services Name. If you are submitting a CSV file independent of the spreadsheet, a list of organizational identification numbers is available at the end of this document for your reference.

- *Travel Employee's First Name* (Text Field, up to 50 characters)
The first name of the travel employee employed by your agency.
- *Travel Employee's Last Name* (Text Field, up to 50 characters)
The last name of the travel employee employed by your agency.
- *Travel Employee's Mass. DPH License number* (Text Field, up to 10 characters)
The license number of the travel employee employed by your agency as issued by the Massachusetts Department of Public Health (DPH).
- *Travel Employee's Primary Residence* (Text Field, two characters)
The two letter abbreviation of the state where the travel Employee employed by your agency resides.
- *Organization or Facility where Travel Employee Provided Services* (i.e. hospital or nursing home) (Text Field, up to 100 characters)
Please select a name from the drop down list of choices. If the facility is not on the list, please contact CHIA's Pricing Cost Report Helpdesk at (617) 701-8297.
- *Total Hours Worked (2015)* (Number Field, up to five digits)
Please use whole numbers to indicate the total hours worked by the travel employee employed by your agency at each facility for the current reporting year of 2015.
- *Reporting Year* (Text Field, four digit year)
Reporting year of the FTED. The current reporting year is 2015.
- *Length of Contract (in Days)* (Number Field, up to five digits)
Please provide the length of the temporary nursing services contract in days.

Instructions for Data Submission:

- **Finding and completing your *FTED* Excel file**
 1. *Finding the Excel file:* To electronically file your data please go to <http://www.chiamass.gov/fixed-term-travel-nursing-employee-disclosure-report/> and click on the link *Fixed Term Travel Employee Disclosure Form*. This will open the file,

<NSR_orname_2015_travel.xls>, in your computer's web browser.

2. *Saving the Excel file:* Now, with the file open in your web browser, click on the menu bar at the top of your browser and save the file to your computer. To do this, select File<Save as>. Note that when you are prompted to save the file, please change the "orname" part of the file to reflect the name of *your* organization. For example, if you are filling out the file for ABC temporary nursing services agency, please save the file as <NSR_**ABC**_2015_travel.xls>.
3. *Completing the Excel file:* You must add a row of data for each facility (nursing home or hospital) a travel employee has provided services on behalf of your agency. If a traveling employee has been deployed by your agency to two different hospitals and three different nursing homes, you must add five rows of data; one for each facility where he/she has worked. **Please remember to save your entered information frequently.**

- **Creating and submitting your *FTTED* comma delimited (CSV) file**

1. *How to create the comma delimited (CSV) file:* After all necessary data is entered; you must save the spreadsheet as a CSV file <NSR_**ABC**_2015_travel.csv>. Select File<Save As> from the Excel spreadsheet menu.
 - Click in the "save as type" box and choose CSV (Comma delimited) *.csv.
 - Name the CSV file the same as your Excel file. You should notice a change in the file extension, which will now be .csv rather than.xls).
2. *How to submit your CSV file:* Please email a copy of your *FTTED* CSV file to CHIA and retain a copy of the completed file for your records. See below ("How to File") for email address and additional instructions.
3. *Submission Requirements:* If you are submitting your *FTTED* independent of the provided CHIA Excel spreadsheet, make certain all data fields contain identical type information to the spreadsheet. All data submissions must be in CSV format.

- **Filing your *FTTED* and *Certification Forms* to CHIA**

There are two steps for filing this report. Providers can send both requirements to CHIA.Data@state.ma.us :

- 1) Please attach and email your completed ***Fixed Term Travel Employee Disclosure***. In the "Subject" line of the email, please type "Fixed Term Travel from..." and include the name of your facility. Also, in the body of the email, please include the sender's name, facility, and telephone number.
- 2) Please e-mail your signed ***Fixed Term Travel Employee Disclosure Certification Form***

Further Information:

If you have questions regarding the submission of this information, please contact CHIA's Pricing Cost Report Helpdesk at (617) 701-8297.

List of Temporary Nursing Service Agencies and Organization IDs.

TNS Organization	ORG ID
24 Hour Care	12516
360 Healthcare Staffing, LLC	9604
A Helping Hand	10052
A Plus Medical Group	11827
A+ Triumhealth Group, Inc.	12429
Abbey Rd. Home Care Services, Inc.	8739
Acclaim MSG, LLC	9684
Accountable Healthcare Staffing, Inc.	12521
Active Healthcare, Inc.	9809
Active Home Care	12517
Advantage Home Health Care Services, LLC.	9658
Afcare, Inc.	10166
Affordable Nursing Solutions, LLC.	12546
All About You, LLC	9762
All Star Staffing, LLC - Boston	595
All Star Staffing, LLC - Quincy	4037
Allcare	12524
Alliant Staffing, LLC	12271
Alpha Staffing	8691
Always Best Care Senior Services	12769
Always On Call Health Services, Inc.	1466
American Traveler Staffing Professionals	4105
AMN Mobile Healthcare	4409
AMN Staffing Services, LLC	8464
Anodyne Medical Services Corporation	475
AP Healthcare	470
Appromed Corp.	12272
ARC Institute And Healthcare LLC	12350
Arcadia Health Care - Weymouth	528
Arcadia New England - Worcester	4168
At Work Medical Services	8676
Aureus Nursing, LLC	4104
Authorized Home HealthCare, LLC.	12561
Best Home Care N' More, Inc. - Middleton	9546
Beyond Healthcare Agency	11807
Blue Radiant Care, LLC.	12613
Bright Care Inc.	11835
Brightstar Boston North	11816
Brightstar Care of Norwood	12639
BrightStar of Milford, Worcester & The Blackstone Valley	11815
BrightStar of Newburyport	11790
Capitol Services International, Inc.	3093
Care Plus Partners Inc.	12397
CareLink Services, Inc.	4170
CAREPRO HEALTH SERVICES INC.	12902

TNS Organization	ORG ID
Caring R Us, LLC	11783
CC Staffing, Inc.	484
CCPDT	12328
Centrus Premier Home Care, Inc. - Needham	12163
Centrus Premier Home Care, Inc. - Wilmington	12141
Centrus Premier Home Care, Inc. - Worcester	12164
Choice Healthcare Staffing Group	4174
Clinical One - Wakefield	4183
Clinical Resources LLC	11432
Coastal Care Nursing Associates, LLC	12333
Commonwealth Nursing Services, Inc.	481
CoreMedical Group	8355
Cross Country Per Diem (formerly MedStaff)	6621
Cultured Care, Inc. - Swansea	485
DB Healthcare, Inc.	4098
Destiny Home Healthcare	11805
Divine Health, LLC	8678
East Coast Staffing Solutions, Inc.	11819
Ebenezer Homecare	11818
Emerald Isle Nursing Agency, LLC	12383
EMI Healthcare Staffing, LLC	8780
Ensure Healthcare Services, Inc. (TNS)	11820
Ensure Nursing Services (Framingham)	12595
Epic Health Services, Inc. - Waltham	472
Excel Nursing Services, Inc.	6291
Executive Staffers, Inc.	6589
Expert Staffing LLC. (Framingham)	12611
Expert Staffing, LLC (W. Springfield)	12142
ExpertCare Nursing Services, Inc.	493
Express Employment Professionals	10872
EZ Healthcare of Boston Group, Inc.	10001
Family Care Agency	8912
FASTAFF, LLC	6769
Favorite Healthcare Staffing, Inc. - Boston	495
Favorite Healthcare Staffing, Inc. - Manchester, New Hampshire	6289
Favorite Healthcare Staffing, Inc. - Springfield	496
Favorite Healthcare Staffing, Inc. - Worcester	497
Favoured Enterprises Staffing Solution	9751
Fireside Staffing, Inc.	6644
Focus Care, Inc.	4947
Freedom Healthcare Staffing	11793
Frosty's New England Temps, Inc.	9717
Fusion Medical Staffing LLC	12335
General Healthcare Resources, Inc.	6680
Genesis Staffing Services, LLC.	499
Gomez Home Health Care, LLC	12375
Good Hands Healthcare Staffing Agency	12813

TNS Organization	ORG ID
Grace Health Services	10162
Greater Boston Home Health Care Services, Inc. - Norwood	3097
Greater Boston Home Health Care Services, Inc. - Vineyard Haven	11776
Greater Boston Home Health Care Services, Inc. - West Yarmouth	4042
Hamilton Home Health, Inc.	11821
Hampstead Nursing Services, Inc.	4173
Handz-On Incorporated	12584
Happy at Home, LLC.	12508
Holden Healthcare Services, Inc.	4151
Home Care Plus, Inc.	10037
Innovative Health Care Agency	10115
Interim HealthCare of Hyannis (TNS)	514
Interim HealthCare of Rockland (TNS)	512
Kelly Services Inc. - MI	10873
KEMM Care, Inc.	6663
Keystone HomeCare Services - Stow	10003
KWLS, Inc. d/b/a Worldwide Staffing	562
Lahey Health at Home	10013
Life Skills Staffing & Home Care Inc	12812
Liferview Healthcare Services, Inc.	11823
Love 'N Care Healthcare	12605
Loving Care	9509
Loyal Nursing Services Corporation	8703
Malibu Health Care Agency, Inc.	8364
MAS Medical Staffing (Worcester, MA)	12185
MAS Medical Staffing Corporation (Londonderry, NH)	5045
Massachusetts Care Services Inc.	12569
Maxim Healthcare Services Inc. - West Springfield	12140
Maxim Healthcare Services, Inc. - Boston	8462
Maxim Healthcare Services, Inc. - Franklin	12162
Maxim Healthcare Services, Inc. - Tampa, FL	11829
Medical Professional Services	8635
Medical Recruitment Strategies	10768
Medical Register, Inc.	527
Merciful Hands Home Care	10200
Mercy Human Services and Home Health Care	10775
MG Staffing Solutions, Inc.	10019
Molari Healthcare Services, Inc.	3121
MSG Staffing, Inc.	8915
MSG Staffing, Inc. - Worcester	10208
MSN - Boca Raton	12539
MSN - Dallas	12540
New England Healthcare Services, Inc.	10627
New England Nurses, Inc.	4109
Nightingale Health Care, Inc.	4057
Nightingale Nurses, LLC	11788
Norton and Associates, Inc. - Falmouth	4082

TNS Organization	ORG ID
Norton and Associates, Inc. - New Bedford	4043
Norton Nursing Group - Cohasset	538
Nursefinders, LLC of Springfield	620
Nursefinders, LLC of Worcester	541
Nurses 24/7	8485
Nurses PRN	8567
Nursing Works, Inc.	8677
O.O. Staffing	12633
O'Connell Professional Nurse Service, Inc.	548
Omnicare Healthcare Staffing, Inc.	8675
Omnicare of Worcester	11806
One On One Homecare Services	11795
Onward Healthcare, Inc.	8490
Parallon Workforce Management Solutions, LLC	11870
Partners Private Care, LLC	589
Peace At Home	12223
Peer Staffing Company	9749
People 2.0	11780
Personal Touch Home Aides of Massachusetts - North Dartmouth (TNS)	4178
Preferred Health Care Services	564
Premier Health Care, Inc.	8993
Premier Medical Staffing	8590
Prestige Healthcare Resources Inc.	12161
Professional Nurses Health Services, Inc.	4110
Professional Placement Resources (PPR)	9747
Professional Rehab Network, Inc.	3105
Providence Nursing Agency	11777
Pulse Nursing, LLC	8983
R N Coop	8734
Randstad Healthcare	12526
Ready Nurse Staffing Services (First Location)	12145
Ready Nurse Staffing Services (Main Location)	12144
Ready Nurse Staffing Services (Second Location)	12146
ReadyNurse Staffing Services - Andover	3103
ReadyNurse Staffing Services - Warwick, Rhode Island	6599
Reflectx Staffing Services	10708
Renaissance Health Care Agency	4205
Resuscitate Nursing Services	9359
Rogers Nursing Group	12339
Sagent Healthstaff, LLC	8755
Seaside Psych Health & Wellness, LLC	12334
Seraphic Springs Health Care	575
Significare Staffing, LLC.	12533
Soliant Health, Inc. - Georgia	6614
Sunbelt Staffing, LLC	10051
Sunrise HealthCare Staffing, Inc.	4209

TNS Organization	ORG ID
Supplemental Health Care Services	8363
Sylvia Nursing Services	8704
TeamStaff Rx, Inc.	8362
The Nurse Network of East Hartford, CT LLC	10136
Therapy Resources Management, LLC	11775
Trinity Health Services, Inc.	4164
U.S. Nursing Corporation	624
We Care Healthcare Services, LLC	10374
Wonders Homecare	11800
Wonderstar Healthcare Staffing Agency	12428
XPRESS Health Care Staffing	11828
ZL Integrated Services, Inc.	6854